

# CaptureLeave

## User Manual

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## Copyright Information

### Notices

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## **Introduction**

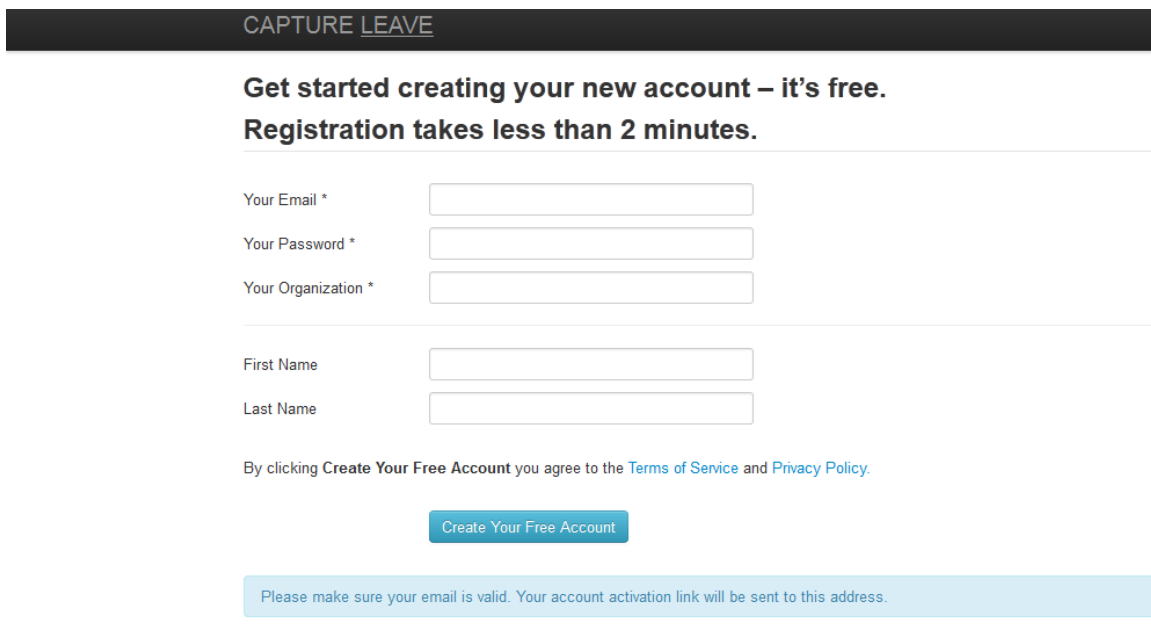
Welcome to CaptureLeave! CaptureLeave is a complete, scalable and smart leave management and vacation tracking system. With CaptureLeave , you can easily handle all aspects of your leave and absences and also effectively track your organization's vacation planning. CaptureLeave is a solid and reliable web-based service with a simple self-service model to suit any business operation.

From our super simple registration, to accessing your account Dashboard, CaptureLeave provides a secure and encrypted environment for you to manage all your leave and vacation tracking needs. When you first login, you will be presented with an intuitive interface for setting up your organization specific parameters.

The purpose of this document is to provide you with complete, detailed instructions on setting up and working with your CaptureLeave account so that you can make the most of the application's powerful functionality.


## Registering Your Account

Access to CaptureLeave requires that you register for an account with us by visiting <http://www.CaptureLeave.com/> and filling out the **Registration** form, illustrated below, that is located at the [Register Free] or [Create an account] links. Follow the steps below to successfully complete the **Registration** form.



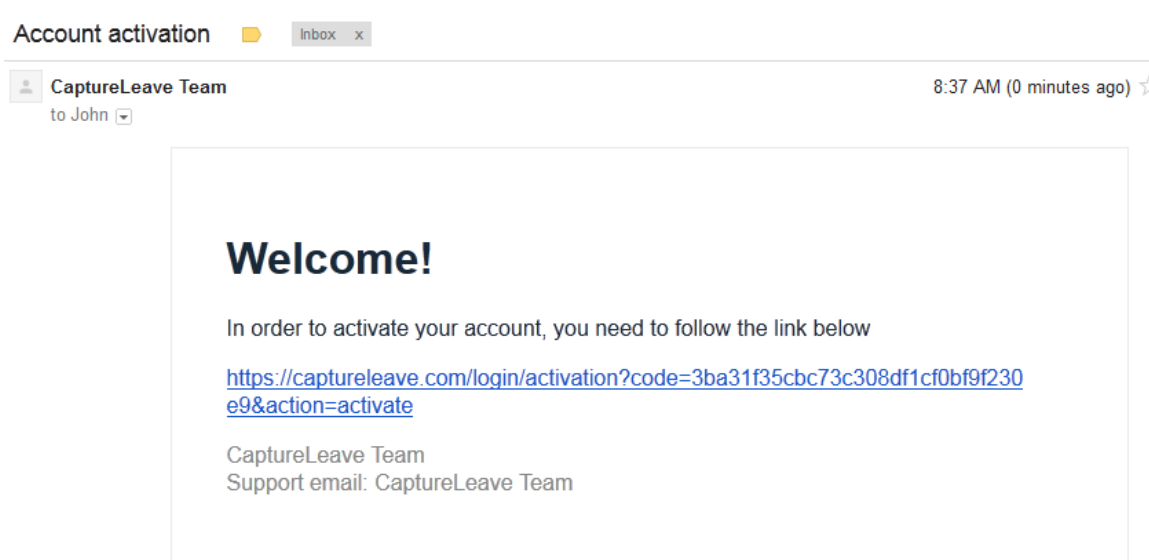
The screenshot shows the CaptureLeave registration page. At the top, a dark header bar contains the text "CAPTURE LEAVE". Below this, the heading "Get started creating your new account – it's free. Registration takes less than 2 minutes." is displayed. The form consists of several input fields: "Your Email \*" (required), "Your Password \*" (required), "Your Organization \*" (required), "First Name", and "Last Name". Below these fields, a line of text states: "By clicking Create Your Free Account you agree to the [Terms of Service](#) and [Privacy Policy](#)." A blue button labeled "Create Your Free Account" is positioned below the text. At the bottom of the form, a light blue box contains the message: "Please make sure your email is valid. Your account activation link will be sent to this address."

### On the Registration form page:

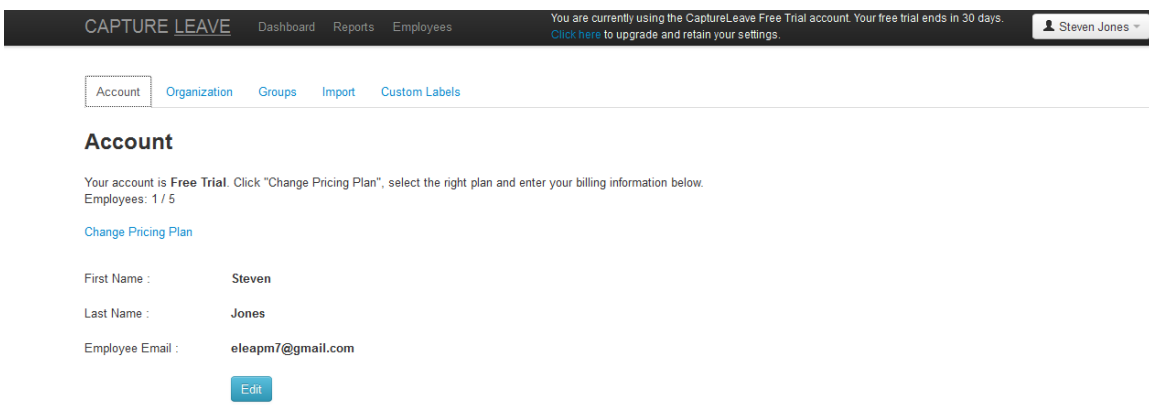
1. Enter your Email Address in the **Your Email** text field. **This is a required entry.**
2. Enter a password that you would like to use when accessing the system in the **Password** text field. **This is a required entry.**
3. Enter your Organization in the **Your Organization** text field. **This is a required entry.**
4. Enter your First Name in the **First Name** text field. **This is a required entry.**
5. Enter your Last Name in the **Last Name** text field. **This is a required entry.**
6. Click  to submit your Registration form.

## Logging into the System

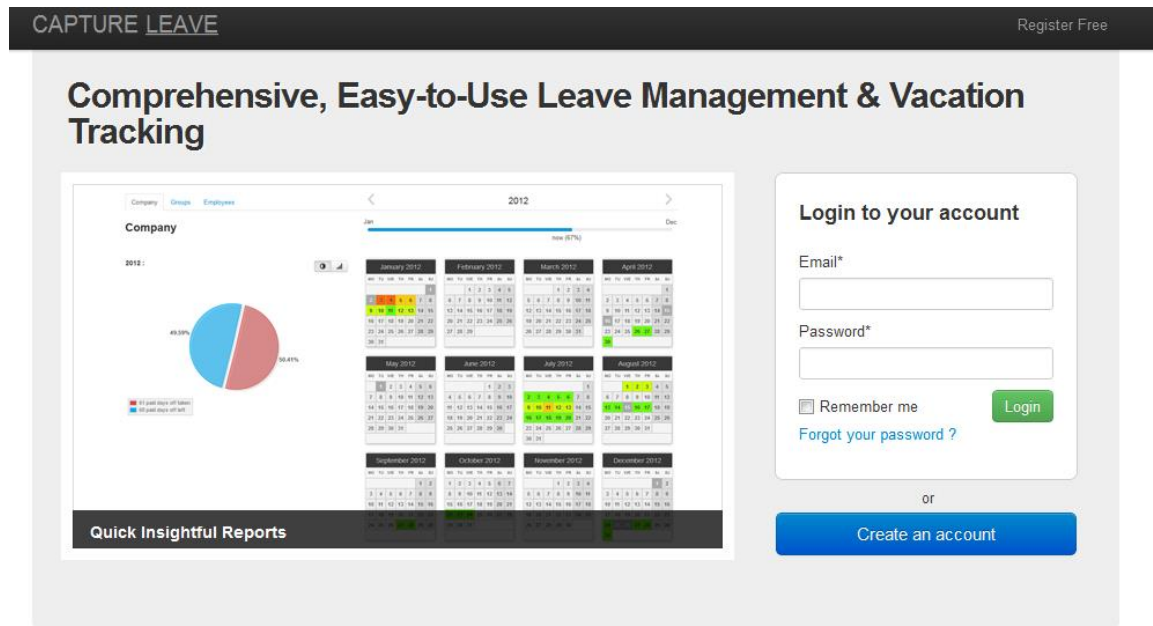
Upon successful completion of the **Registration** form, you will need to confirm your registration in order to gain access to the CaptureLeave system. Check your email for further instructions on how to confirm your account.



Once you confirm your account by clicking on the link provided in your email, you will automatically be logged into CaptureLeave.



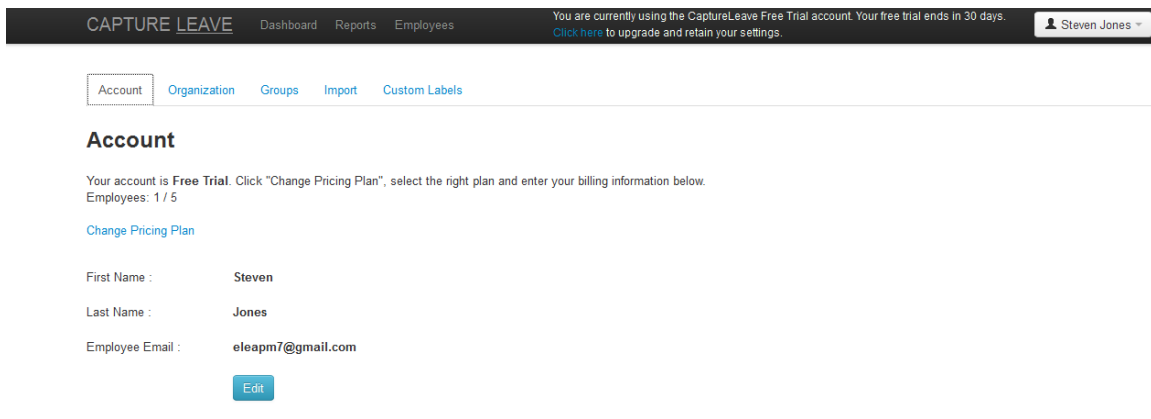
Subsequent logins can be done from the home or login page of CaptureLeave.



Follow the steps below to successfully log in to CaptureLeave.

1. Enter the Email Address that you used when completing the **Registration** form in the **Email** text field.
2. Enter the Password that you chose when completing the **Registration** form in the **Password** text field.
3. Click the [Login] button to login to CaptureLeave.

When you first log into CaptureLeave, you will be taken to your **Settings** tab.



From your **Settings** tab, you can edit your **Account**, **Organization**, **Groups** and even **Import** your users (employees) or create **Custom Labels**.

Your CaptureLeave account also shows tabs for [**Dashboard**], [**Reports**] and [**Employees**] as well as a dropdown menu for your profile.

## Settings

### Organization

Selecting **Organization** on the '**Settings**' menu displays the **Organization** screen, illustrated below, where your Organization's details including Name, Default number of Days Off, Date Format, Allow Hourly Requests and Legal Holidays is shown and stored.



**CAPTURE LEAVE** [Dashboard](#) [Reports](#) [Employees](#) You are currently logged in. [Click here to log out.](#)

[Account](#) **Organization** [Groups](#) [Import](#) [Custom Labels](#)

## Organization

Your Organization Name : **TTC Corporation**

Default Days Off : **0**

Date Format : **mm-dd-yyyy**

Allow Hourly Requests : **No**

[Set Legal Holidays](#)

[Edit](#)

1. Click [**Edit**] to change the current Name, Default Days Off or Date.
2. Most organizations will probably set their Default Days Off to 14 days and US based organizations will set the Date Format to mm-dd-yyyy (month, day, and year) format.

**Organization**

Your Organization Name \*

Default Days Off \*

Date Format  ▼

Allow Hourly Requests ☒ \* This option cannot be deactivated in the future!

Daily Working Hours \*

[Save](#) [Cancel](#)

3. Check the box next to [Allow Hourly Requests] if you want your employees to request leaves in hourly and or day or multi-day time formats. Please remember, once activated, this feature cannot be deactivated in the future.

- If you check the [Allow Hourly Requests] option, you will need to set the default number of daily work hours in your organization. Most organizations have eight (8) working hours in a typical work day.

## Organization

Your Organization Name *	<input type="text" value="TTC Corporation"/>
Default Days Off *	<input type="text" value="0"/>
Date Format	<input type="text" value="mm-dd-yyyy"/> ▼
Allow Hourly Requests	<input checked="" type="checkbox"/> * This option cannot be deactivated in the future!
Daily Working Hours *	<input type="text" value="8"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- Click [Save] to save your Organization settings.
- Click [Set Legal Holidays] to add your annual list of legal holidays. Next, click [Add Holidays] to save your list of Annual Holidays. You can always go back and change or edit this holidays' list.

## Annual Holidays

No legal holidays set yet

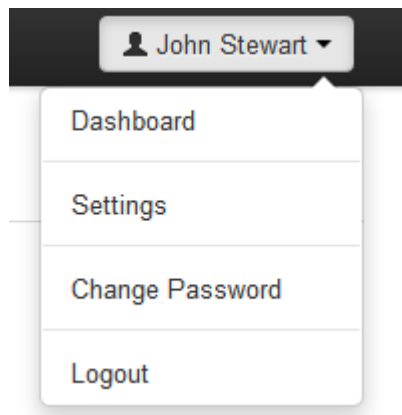
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- Alternatively, you can import the system generated Annual Holidays' list.

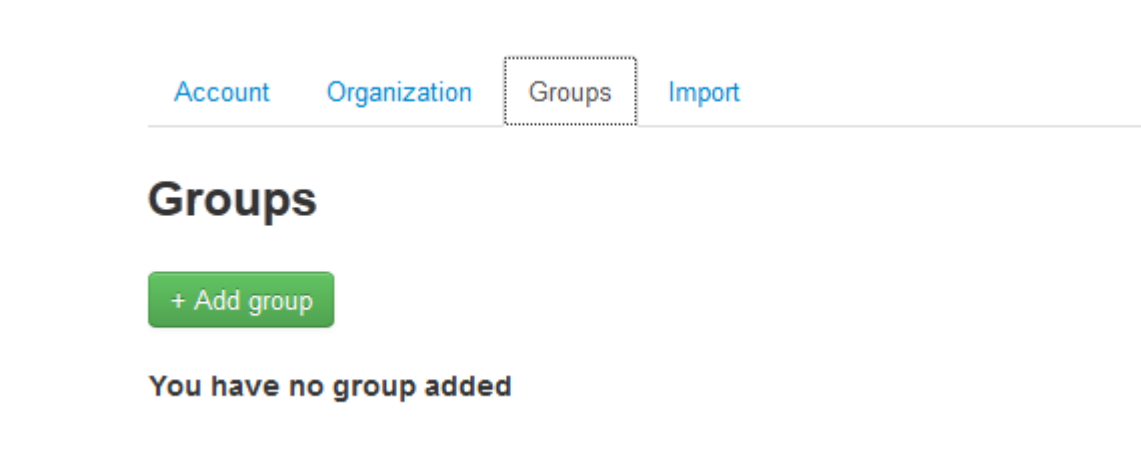
6. To get back to your Settings' tab, click the dropdown menu and click [Settings]



## Groups

Click the '**Groups**' link to access your listing of Groups within your organization.

Groups enable you to more easily organize your business or organization into sub categories for management purposes.



Use the steps below to successfully create Groups within CaptureLeave.

1. Click [**Add group**] to enter a name for the new Group. This is a required entry.
2. You may enter a set Default Days Off limit for this new group.

- Click **[Save]** to save this new group.

### Add a Group

Group Name \*

Default Days Off

- You can continue creating new additional groups or delete/edit an existing group.

**Groups**

[+ Add group](#)

#	Name	Employees	Days off	
1	<a href="#">New Hires</a>	0	7	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## Importing Employees

You can easily import your employee list into CaptureLeave. Click on the **[Import]** tab under your Settings area.

Account Organization Groups **Import**

### Import employees

Select file \*

Group 

New Hires

No group

New Hires

NOTE: Make sure your Excel file has the following fields: First Name, Last Name, Email and Days Off. See an example below.

First Name	Last Name	Email	Days Off
------------	-----------	-------	----------

John	Samson	<a href="mailto:samson@captureleave.com">samson@captureleave.com</a>	7
George	Forest	<a href="mailto:forest@captureleave.com">forest@captureleave.com</a>	14
Osborne	Jones	<a href="mailto:Jones@captureleave.com">Jones@captureleave.com</a>	

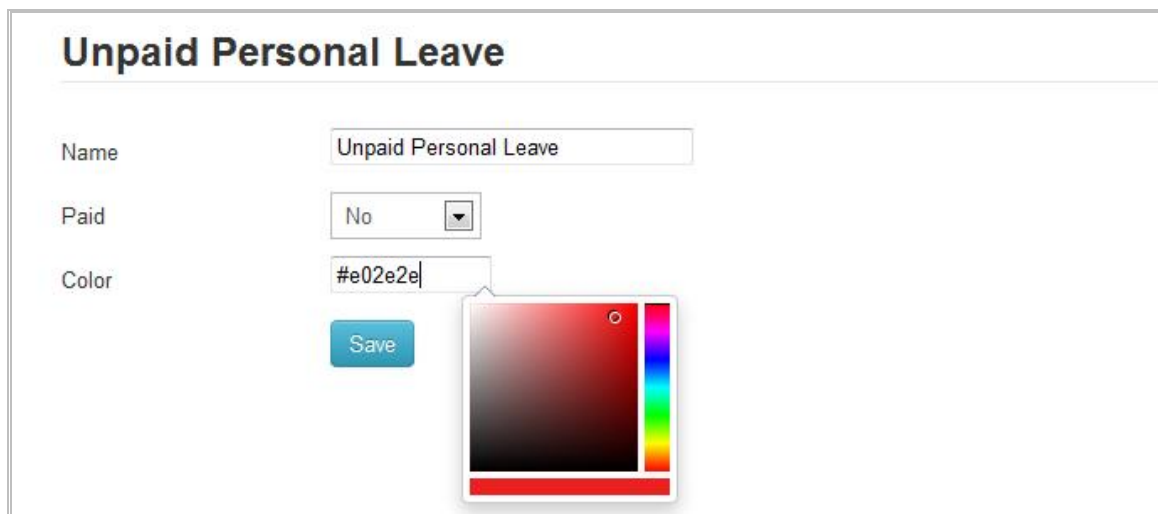
You can import directly into an existing group or import into your main account list.

Click [**Import**] to complete your import process.

**Please note** that the import overrides your default group days off settings. So even though the New Hires group into which we imported the above list is set to 7 days off, we manually overrode that by setting George Forest's Days Off to 14 days.

### Custom Labels

To create your own special leave types, click the [Custom Labels] tab. You can create as many custom leave labels as you like.

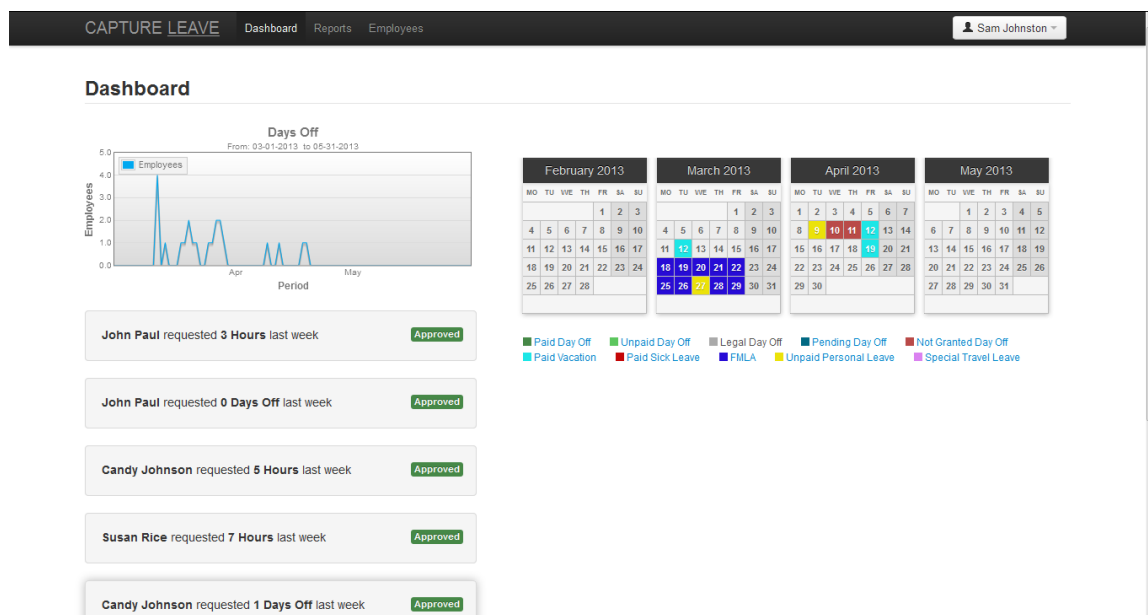


- Add a Custom Label name i.e. 'FMLA Leave' or 'Unpaid Personal Leave'
- Select Yes/No depending on if you want to make this custom label a paid or unpaid leave type.
- Click on the color box and use the color picker to select a special custom color for your new label.
- Click [Save] to add your new custom label.
- You can always edit an existing label or delete it all together.

## The CaptureLeave Administrator Dashboard

Clicking on the **Dashboard** link in your CaptureLeave account displays the **Dashboard**

The **Dashboard** itself displays a quick overview of your account. It displays the **Days Off summary**, **Days Off Requests Pending**, **Days Off Requests Approved**, **Days Off Requested Rejected or Not Granted** as well as a **Quick Calendar** showing upcoming leave requests in a snapshot view. Your Dashboard also displays any **Custom Labels** you have. Simply click on the leave label to get details.



## Processing Leave Requests

If you have a Pending Request, you can click on the **Pending** button to approve or reject the Pending Request. You may choose to **[Add a message]** to the approval or rejection action. This message is then emailed to the user in question.

## Accessing Various Leave Types

CaptureLeave uses a color-coded system to enable you easily differentiate between different types of leave request. Simply click on the particular type of leave request or details in your Dashboard to get additional information on it.



For example clicking on [FMLA] will display all employees who have requested [FMLA] leave. You can click on the **employee's** name to see additional details about the leave request.

### Requests - Custom - FMLA

Fred Baduriwe requested 5 Days Off on 03-18-2013 Approved

John Paul requested 10 Days Off on 03-08-2013 Approved

"Need to take care of my sick baby."

Paid Days (FMLA)

03-18-2013

03-19-2013

03-20-2013

03-21-2013

03-22-2013

03-25-2013

03-26-2013

03-27-2013

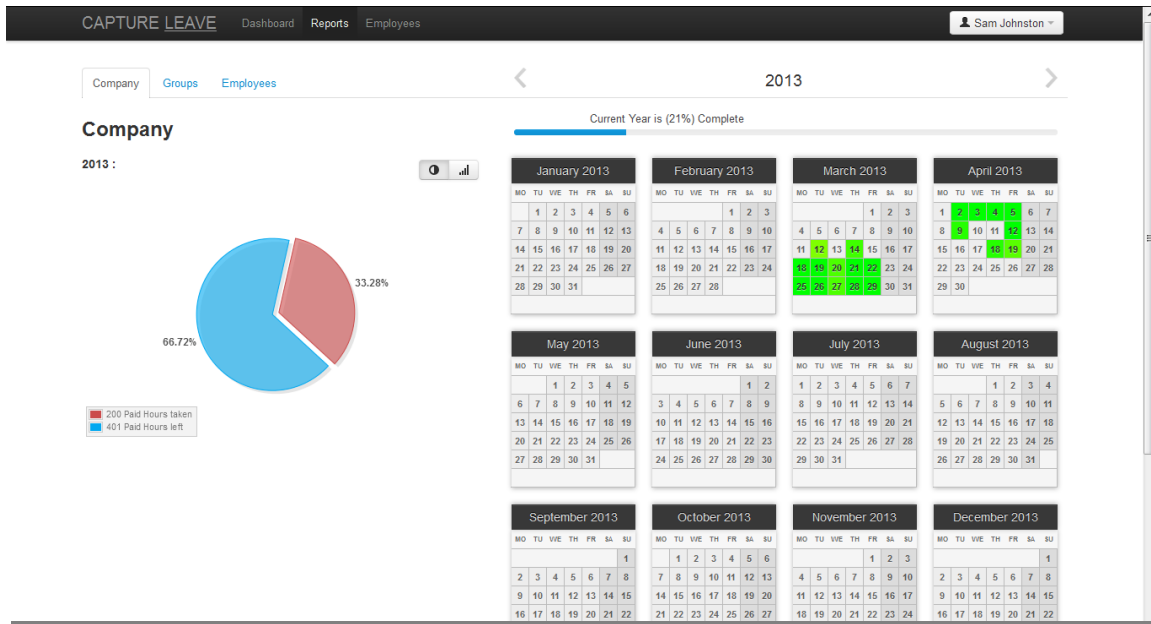
03-28-2013

03-29-2013

Slide Up

## Reports

Click on **[Reports]** to access the Reports area in CaptureLeave.



Reports are divided into three sections:

1. Company Leave Report
2. Groups Leave Report
3. Employees Leave Report

### Company Leave Report

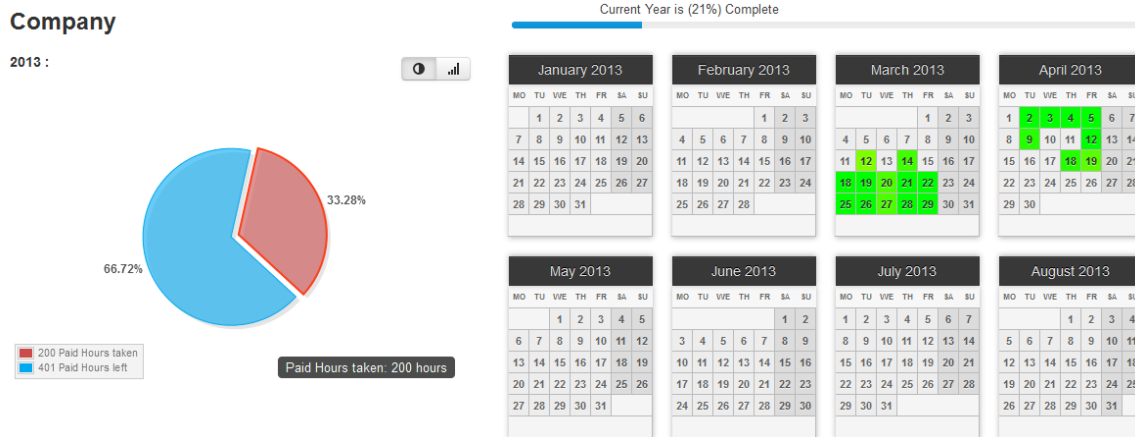
The Company Leave Report gives you a quick visual in pie chart, bar graph and calendar format of how your organization's leaves of absence or vacation tracking is shaping out.



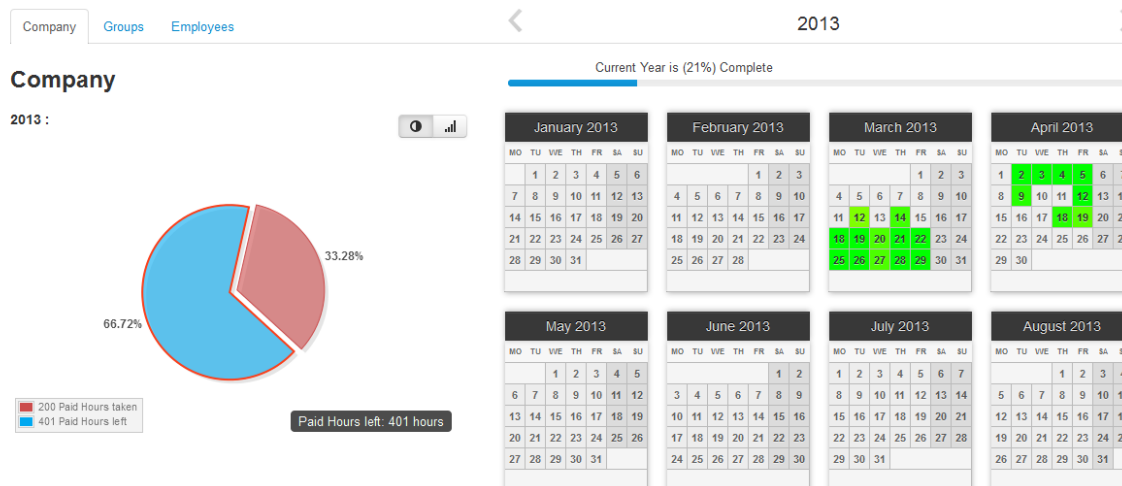
Click on the bar chart icon to see your Company Leave Report in the bar chart format



To see the details on **Paid Days Off** or **Paid Hours Off** actually taken, put your cursor over the red section of the pie chart

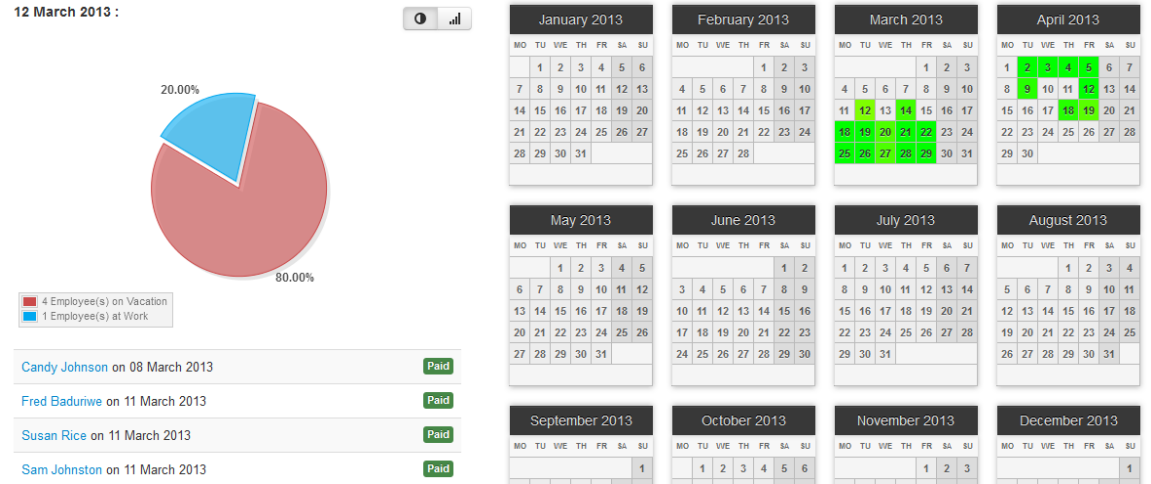


To see **Paid Days Off left** or **Paid Hours left** or not taken, put your cursor over the blue section of the bar chart



Your Company Leave Report also includes a color-coded day monitor. Based on the number of employees out on a specific day, CaptureLeave will allot a color. If the color is approaching the red end of the spectrum, then you have more users out than is safe and efficient for your organization.

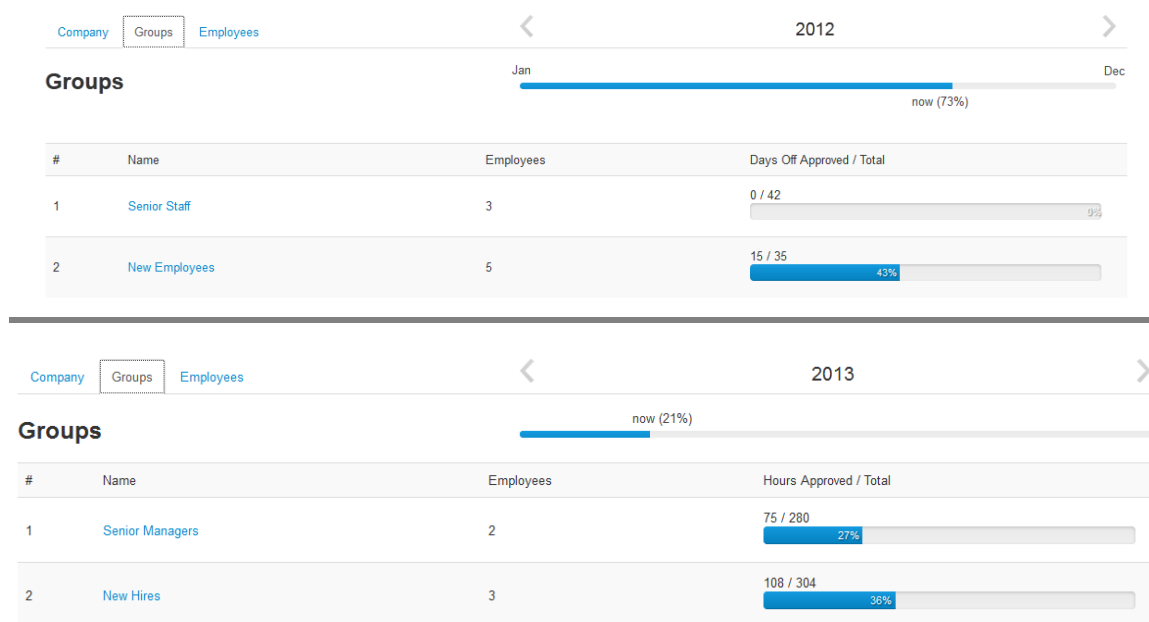
12<sup>th</sup> and 14<sup>th</sup> are approaching yellow because you have 80% of your workforce out of the office on vacation. Click on the actual days on the calendar to get more details.



Clearly if any additional leave requests come in for this day, you might need to consider rejecting them as your 'On Vacation' versus 'At Work' ratio starts tilting too heavily on the 'On Vacation' end of the spectrum.

## Group Leave Report

To get Group level report, click on the **[Groups]** tab in the Reports area.



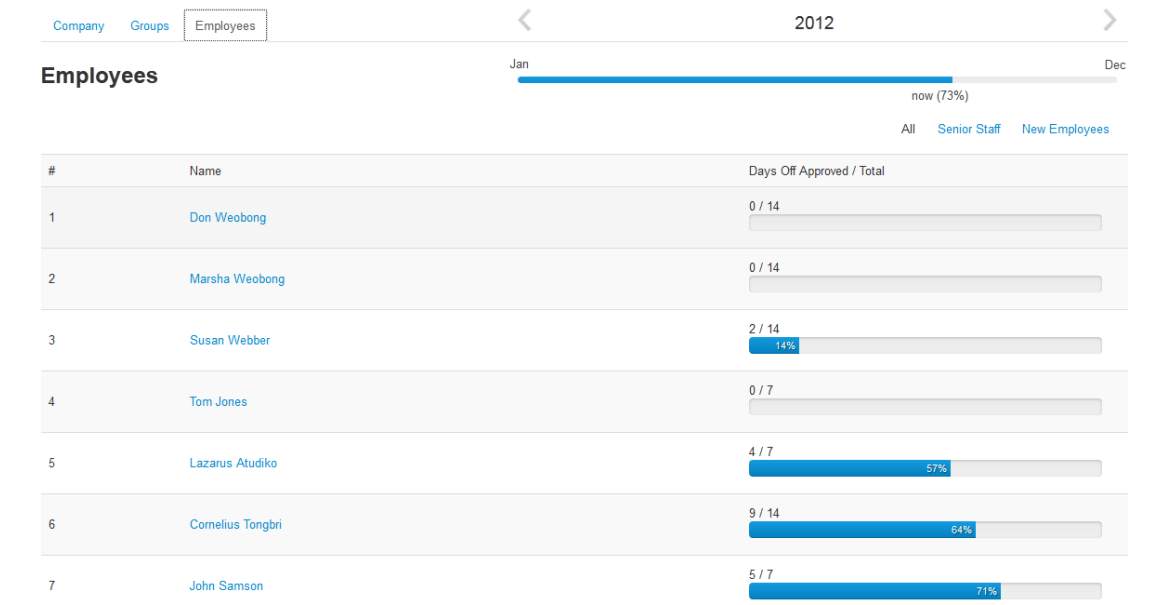
The Groups report show how users in your groups are taking their vacation days. From the example above your New Employees are spending more time outside the office than your Senior Staff or Managers.

## Employees Leave Report

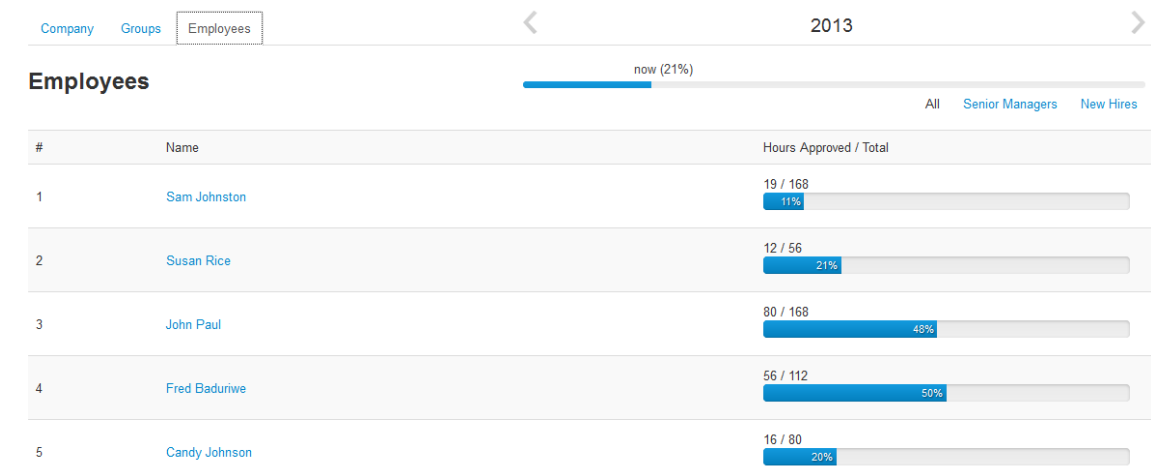
The Employees' Leave Report is available in the **[Employees]** tab of the Reports section.

This report gives you an employee listing showing how many days off the employee has requested and approved versus total outstanding vacation days.

## Employees Days off Report



## Employees Hours off Report



## Employee Details

You can click on an employee's name to get a detail employee leave report.

### Cornelius Tongbri

**Days Off left : 5** [Adjust](#)

0

9 (64%)

14

First Name : Cornelius [Edit](#)

Last Name : Tongbri

Employee Email : donatus@ppspublishers.com

Group : No group

**Days Off approved :**

- 10-26-2012 [Delete](#)
- 10-25-2012 [Delete](#)
- 10-24-2012 [Delete](#)
- 10-23-2012 [Delete](#)
- 10-19-2012 [Delete](#)
- 10-18-2012 [Delete](#)
- 10-17-2012 [Delete](#)

2012

January 2012						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2012						
MO	TU	WE	TH	FR	SA	SU
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March 2012						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2012						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2012						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2012						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 2012						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2012						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2012						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October 2012						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2012						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December 2012						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### John Paul

**Days Off left : 11 days** [Adjust](#)

0

10 (48%)

21

First Name : John [Edit](#)

Last Name : Paul

Employee Email : jp2@captureleave.com

Group : New Hires [Give admin rights](#)

**Days Off approved :**

- 04-09-2013 (3 hours) [Delete](#)

2013

January 2013						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2013						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March 2013						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2013						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2013						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2013						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 2013						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2013						
MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

In the employee details screen, you can edit/delete existing approved vacation days.

Examples of this can be if the employee chooses not to take their requested vacation or something changes and you need them back in the office.

You can also adjust or edit an employee's default allotted Days Off. For example if George Forest has earned or accrued some additional vacation days, you can click on **[Adjust]** to add the additional vacation days.

## George Forest

Days Off left : **1**

Adjust

0

7

6 (86%)

First Name : George

Edit

Last Name : Forest

Employee Email : forest@captureleave.com

Group New Employees

So we have given George an extra 5 days of vacation for meeting his sales goals (he had overused his current vacation days allotment by 1 day hence the red color showing his

Days Off left information). Here's how we adjust his vacation days:

## George Forest

**Days Off left : 1**

0

7

6 (86%)

Days Off adjustment

Reason

Bonus for Sales goal met.

Save

Cancel

When you **Save** this adjustment, the new Days Left calculation will automatically be visible in George's profile.

## George Forest

**Days Off left : 6**

Adjust

0

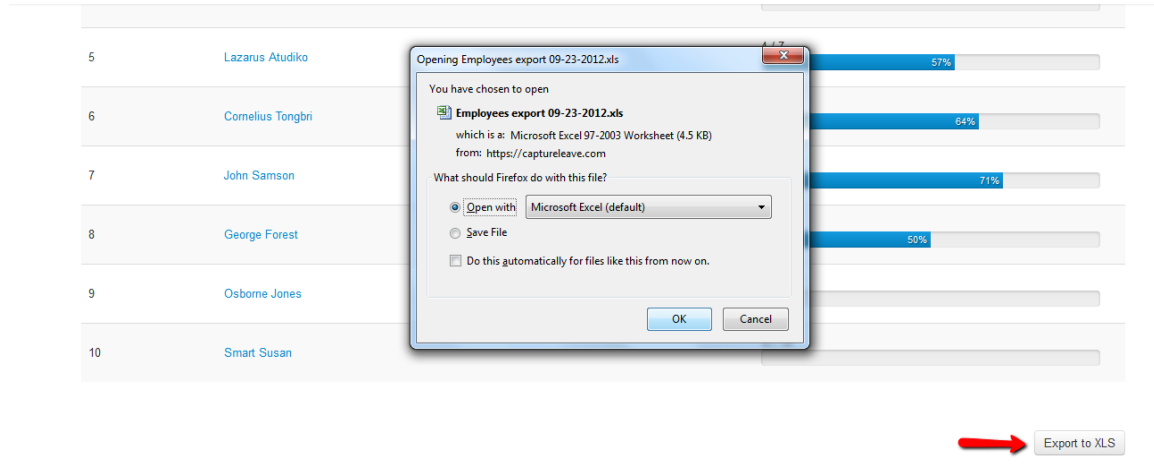
12

6 (50%)



## Employee Leave Report Download

Download your Employee Leave report by clicking on the [Export to XLS] button at the end of the Employee Leave Report page



You can save or open the report.

Here's a sample of how the report looks like:

### Individual Employee Report

A	B	C	D	E	F	G	H	I	J	K
Name	Email	Hours Approved	Total	Balance	Paid	Unpaid	Paid Vacation	Paid Sick Leave	FMLA	Unpaid Personal Leave
John Paul	jp2@captureleave.com	80	112	32	80	3	0	0	80	3

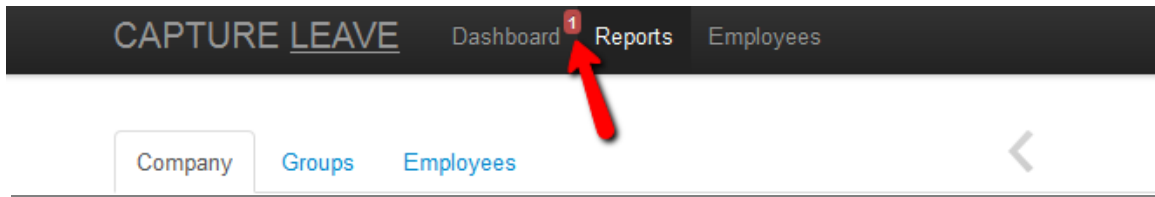
### Complete Organization Report

A	B	C	D	E	F	G	H	I	J	K
Name	Email	Hours Approved	Total	Balance	Paid	Unpaid	Paid Vacation	Paid Sick Leave	FMLA	Unpaid Personal Leave
Candy Johnson	candyj@captureleave.com	21	80	59	21	0	21	0	0	0
Fred Baduriwe	fredb@captureleave.com	0	112	112	0	6	0	0	0	6
John Paul	jp2@captureleave.com	80	112	32	80	3	0	0	80	3
Sam Johnston	help@chaggi.com	13	112	99	13	0	0	0	0	0
Susan Rice	suerice@captureleave.com	0	56	56	0	0	0	0	0	0

## Employee Pending Request Alert

When you have a new employee leave request pending, CaptureLeave, will alert you by posting a small red number indicator next to the [**Dashboard**] link in the top menu area.

Click on the [**Dashboard**] link to see the pending leave request and take action.



## View Logs

To see a history or logs of employee leave requests, click on the employees name from the Reports area and then click on [**View logs**].



The view logs will show a history of requests submitted and responses or actions taken: approved, denied or not granted.

Hide logs

-1 Lazarus Atudiko requested 1 Days Off on 09-19-2012 Approved

-1 Lazarus Atudiko requested 1 Days Off on 09-19-2012 Approved

Lazarus Atudiko requested 1 Days Off on 09-16-2012 Not Granted

Lazarus Atudiko requested 2 Days Off on 09-16-2012 Not Granted

Lazarus Atudiko requested 5 Days Off on 09-09-2012 Not Granted

-3 Lazarus Atudiko requested 3 Days Off on 09-07-2012 Approved

Click [**Hide logs**] to close the [**View logs**] screen.

You can also click [**Export to XLS**] to download an individual employee leave request report showing: Name, Email, Days Off Requested, Days Off Approved and Total Default Vacation Days allotted.

A	B	C	D	E	
Name	Email	Days Off Requested	Days Off Approved	Total	
Lazarus Atudiko	lar@farianmail.com	13	4	7	


## Employees

Click the [**Employees**] tab on the top menu to show a listing of all your organization's employees. The employees area enables you to easily manage all aspects of your organization's users or employees.


## All Employees Listing

The listing of employees is comprehensive showing employee name, email, group, and days off allotted. You can click on the [\[Employee's Name\]](#) to display more details on that particular employee including options to edit and adjust the employee's Days Off allotment.



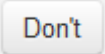
## Add Employee

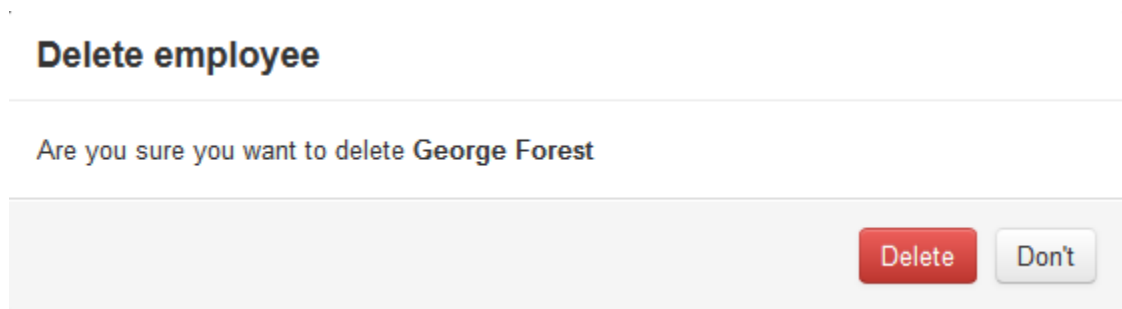
To add an employee, simply click the  button. You can then enter the employee First Name, Last Name, Employee Email, Group (if needed) and Annual Paid Days Off (if needed). If you don't add an [Annual Paid Days Off] number, the default number of Paid Days Off will automatically be assigned to the new user or employee. Click [Add] to add the new user or employee.

## Edit Employee

To edit an existing employee, click the  button. You can then edit all existing information related to this employee including First Name, Last Name, Employee Email, Annual Paid Days Off and Group. Click [Save] to save and exit this screen.

## Delete Employee

To delete an existing employee, click the  button. You will be required to confirm deletion by clicking  or .



Please NOTE: Delete is final. If an employee is deleted all their leave and vacation tracking activity is deleted from the system and CAN'T be retrieved.

## Manual Leave

If you need to manually add leave to individual employees or if an Admin needs to add request or add leave to their account, simply click on the Employee's name from the [Employees] tab.

The screenshot displays the 'Manual Leave' interface. On the left, a form for employee 'Candy Johnson' (Email: candyj@captureleave.com, Group: New Hires) shows 'Days Off left : 8 days' with a progress bar at 2 (20%). Below the form, the 'Request type \*' is set to 'Paid' (indicated by a red arrow), and the date is '03-20-2013'. The 'Full Day' checkbox is checked. To the right, a calendar grid for 2013 is shown, with the date 03-20-2013 highlighted in red. The calendar grid includes months from January to December 2013.

1. Select the date for the leave request.
2. Then select the type of leave – Paid or Unpaid
3. Next select if this is a full day leave or hourly leave. If hourly, add the number of hours off requested
4. Click **Add Time Off** button to manually add the time off request.

## Group Listing

The Employees' area also lists your Groups. For example we have Senior Staff and New

Employees as two groups in our sample account. [Senior Staff](#) [New Employees](#)

Click on the Group to show a listing of all employees in that Group.

Employees in Senior Staff				
<a href="#">+ Add employees to Senior Staff</a>		<a href="#">All</a> <a href="#">Senior Staff</a> <a href="#">New Employees</a>		
<input type="checkbox"/> All	Name	Email	Group	Days off
<input type="checkbox"/> 1	Don <a href="#">Viewing</a>	donald@gmail.com	Senior Staff	14
<input type="checkbox"/> 2	Marsha <a href="#">Viewing</a>	marsha.wedding@gmail.com	Senior Staff	14
<input type="checkbox"/> 3	Smart <a href="#">Viewing</a>	smart@captureleave.com	Senior Staff	14
<a href="#">Remove from group</a>				

You can click on an employee's name and then click [Remove from group] to remove that employee from the current group they belong to.

Click [All](#) to go back to your complete employee listing.

## Add Group

To add a new Group, click the [+ Add group](#) button. Add the Group Name and Default Days Off (if needed).

## Add a Group

Group Name \*

Default Days Off

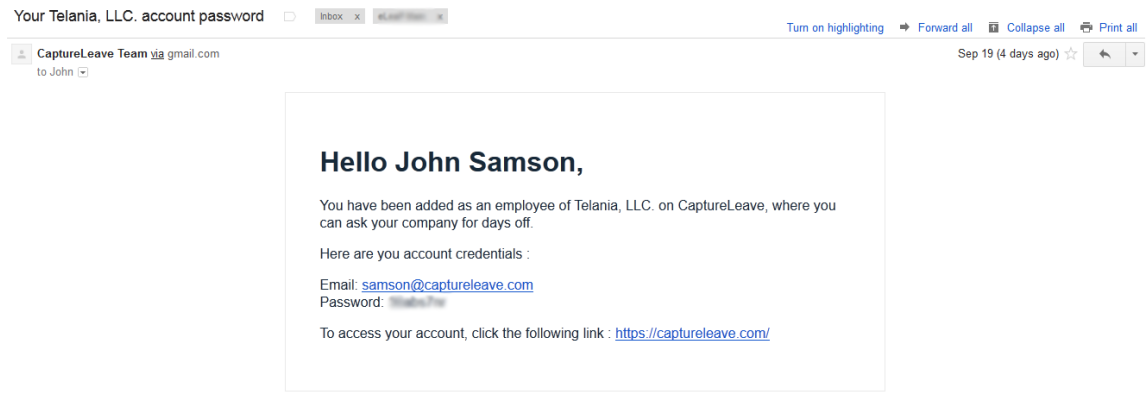
[Save](#)

## User/Employee Account

The Employee or user dashboard is simple and elegant. When an employee is first added to an account, they will receive an email containing their account information.

## Account Access Email

See an example of the account password email:

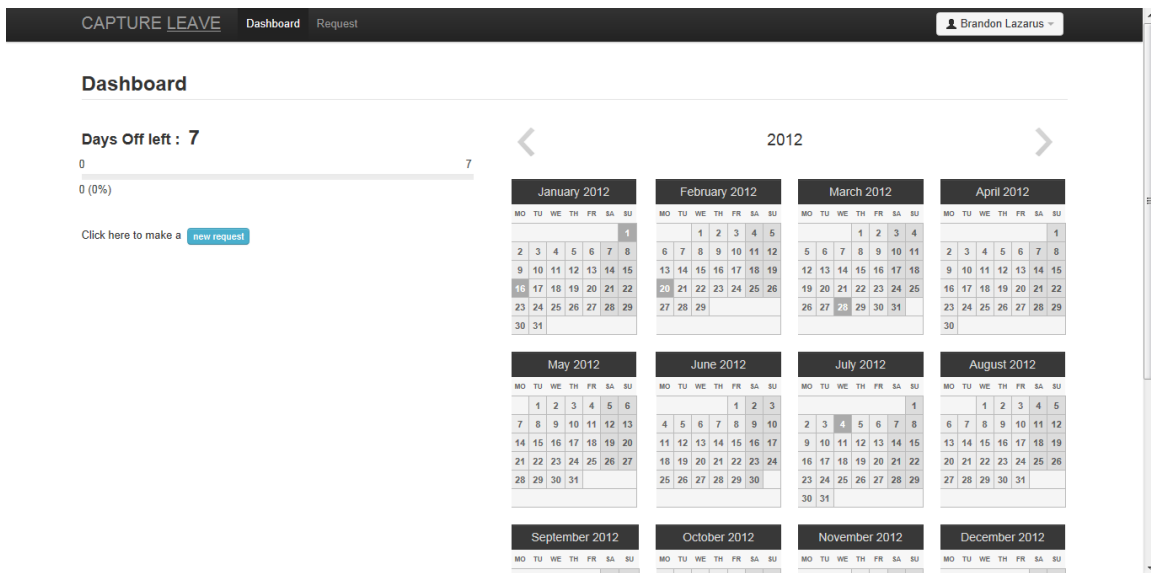


Once the user clicks on the <https://captureleave.com> link, they are able to login using the email address and password shown in their account email message.

A screenshot of the CaptureLeave login page. The header says "CAPTURE LEAVE". The main heading is "Log in to your account". There are two input fields: "Your email address" with the value "blazarus@captureleave.com" and "Your password" with masked characters. Below the password field is a "Remember me" checkbox. A blue "Log in" button is below the checkbox. At the bottom, there are links for "Recover your password" and "Don't have an account? Create account".

## Employee/User Dashboard

When an employee or user first logs in, they have a clean and crisp user dashboard to work with.



The user can begin to request leave or time off by simply click the [new request](#) button to get started.

## Employee/User Leave Request Form

When the user clicks the [new request](#) button, they get the Leave Request Form. The employee simply selects the day or days they wish to request leave for. The employee clicks on the requested leave days in the calendar on their right side. Once the day or days are selected, the employee can select the type of leave request: Paid or Unpaid.

Employees can use the [Purpose] option to select the kind of custom leave you have set. Employees can also request leave in hourly chunks. If they uncheck the [Full Day] option, they can add the number of hours they wish to be off for. They can also add a reason for the leave so that account administrators have a better understanding of the reason for



the leave request.

### Request Form

**Days Off left : 7 days**

Request type \*

Purpose

Reason

Days:

- 04-24-2013 ☐ Full Day  Hours

February 2013

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2013

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2013

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2013

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

☐ Paid Day Off  
 ☐ Unpaid Day Off  
 ☐ Legal Day Off  
 ☐ Pending Day Off  
 ☐ Selected Day Off

The employee can then submit the request by clicking [**Send request**]. An email is automatically sent to the account Administrator to process this new request and a confirmation or response will be sent to the user's email address on file. An employee can also click on the **Request** tab to make a new leave request.

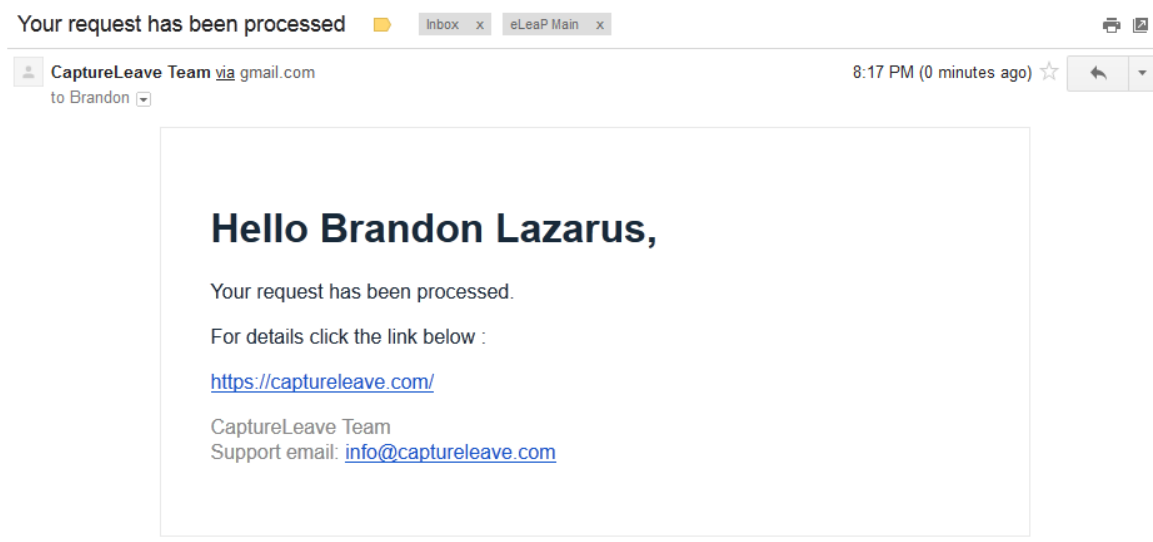
**Days Off left : 7**

Your request has been sent. A response will be sent to your email.

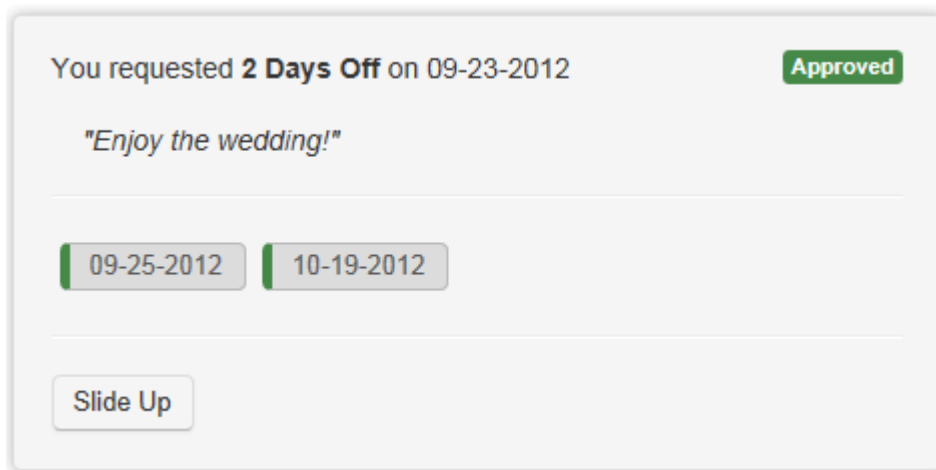
You selected 2 days :

- 09-25-2012
- 10-19-2012

Once your request is processed (approved or rejected), you will receive an email alert about the result and you can sign into your account to see the details.



Once the employee logs into their account, they can click on the **Approved** button to see more details of their approved vacation request including any messages the administrator might have attached to the approval.



Of course if the request is not granted, the employee/user can click on the **Not Granted** button to see the details on why this request was not approved.

The employee/user can click **Slide Up** to close this screen.

## Employee/Dashboard Calendar

Employees/users can access their leave calendar via their dashboard. The dashboard shows Paid Day Off, Unpaid Day Off, Legal Day Off, Pending Day Off, Not Granted Day Off via the employee calendar.



## Support

CaptureLeave Support is available 24 hours per day, 7 days a week. Getting started or managing your CaptureLeave account is easy. The CaptureLeave Online Library 'How to do everything' videos and manuals/ user guides with step-by-step instructions, will help you manage all aspects of your CaptureLeave System account.

### Contact CaptureLeave 24/7 via

Phone : (502) 638-2399

Fax : (502) 585 2345

Email : [support@captureleave.com](mailto:support@captureleave.com)